

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone +243 97-261-6179; e-mail: HRKinshasa@state.gov

**ANNOUNCEMENT NUMBER: 15-52**

**OPEN TO:** US Citizens only

**POSITION:** Mail/DPO Supervisor, FSN-130-5, FP-09

**OPENING DATE:** September 23, 2015

**CLOSING DATE:** October 08, 2015

**WORK HOURS:** 40 hours/week

**SALARY:** Information on salary may be obtained from the Human Resources Office

The U.S. Embassy in Kinshasa is seeking an individual for the position of Mail/DPO Supervisor in the Information Management Section.

## **BASIC FUNCTION OF POSITION**

This position is in charge of Mission's Diplomatic Post Office (DPO) and Mail Room and supervises four FSN employees.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS/SKILLS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**Education:** Completion of secondary school is required.

**Experience:** Two years of mail handling experience or equivalent is required, minimum of one year supervisory experience.

**Language Proficiency:** A level III English ability (Good working knowledge) is required.

**Knowledge:** Must have knowledge of the safety procedures for handling suspicious mail due to the potential anthrax scare. . Must have a thorough knowledge of Department of State, DPO and/or associated agency mail handling instructions and procedures.

**Skills and Abilities:** Considerable tact is also required in contacts with American Postal Office personnel on their personal mail service to the post. Ability to supervise effectively. Maintain a valid driving license

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance. Must be 25 years old and possess current driving license due to USG regulations.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:  
Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to [HRKinshasa@state.gov](mailto:HRKinshasa@state.gov)

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**The US Mission is an equal opportunity employer.**

**CLOSING DATE: October 08, 2015**

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